



- EXAMPLE LETTER -
Petitioning for the Establishment of an
Additional (2nd) Policy Making Position
(To the Secretary of the Personnel Cabinet)

[To be printed on Agency's Letterhead]

[DATE]

_____, Secretary
Personnel Cabinet
State Office Building, 3rd Floor
Frankfort, KY 40601

Dear Secretary _____,

I am requesting that you approve the establishment of a **[TITLE OF REQUESTED CLASSIFICATION]** position in the **[CITE ORGANIZATIONAL LOCATION]**. This position will be a policy making position and is being requested under the provisions of KRS 18A.115(i)(h).

[PARAGRAPH CITING ORGANIZATIONAL NECESSITY FOR AN ADDITIONAL POLICY MAKER AND THE POLICY NATURE OF THE WORK TO BE PERFORMED.]

I am enclosing a copy of the agency's current non-merit structure, and a copy of the proposed non-merit structure with the proposed position clearly marked.

If you need additional information on the request, please contact me.

Sincerely,

[APPOINTING AUTHORITY'S NAME]
[TITLE]